



DEPARTMENT OF PERSONNEL & ADMINISTRATION
STATE ARCHIVES AND PUBLIC RECORDS
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

07-20

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DEPARTMENT SECRETARY OF STATE		DIVISION ADMINISTRATION	SECTION BUDGET & FINANCE Budget	PERMANENT NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD		SPECIAL INSTRUCTIONS
1	ANNUAL BUDGET REPORTS	Retain in agency for 7 years then transfer to Archives		NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.
2	BUDGET APPORTIONMENT FILES	Retain in agency for 2 years then destroy.		
3	BUDGET WORK PAPERS	Retain by agency for 3 years then destroy.		
4	BUDGET ESTIMATES & JUSIFICATION FILES	Retain in agency for 5 years then destroy.		
5	BUDGET POLICY FILES	Retain at agency for 7 years then transfer to Archives		
6	GRANT CASE FILES (E-Recording only)	Retain by agency for 3 years after grant has ended then destroy.		
7	GRANT CONTROL FILES (E-Recording only)	Retain by agency for 3 years after grant has ended then destroy.		
8	PERIODIC BUDGET REPORTS	Retain by agency for 3 years after fiscal year close then destroy.		

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am

authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.

State Archivist's Signature <i>Terry Ketchum</i>	Date 11/6/2006	Records Liaison Officer's Signature <i>Sharon Chacon</i>	Date 5/8/06 3/1/06
Attorney General's Signature <i>John W. Suthers by mmm</i>	Date 11/27/06	State Auditor's Signature <i>Debra L. Steg</i>	Date 11/9/06



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DEPARTMENT SECRETARY OF STATE	DIVISION ADMINISTRATION	SECTION BUDGET & FINANCE Budget Files	PERMANENT NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
9	UNSUCCESSFUL GRANT APPLICATION FILES (E-Recording only)	Retain by agency for 2 years after rejection or withdrawal and then destroy.	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.
<p>I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual.</p>			
State Archivist's Signature <i>Terry Lettun</i>		Date 11/6/2006	Records Liaison Officer's Signature <i>Sharon Chacon</i>
Attorney General's Signature <i>John W. Suthers by mm</i>		Date 11/27/06	State Auditor's Signature <i>Debra Kay</i>
			Date 5/8/06 3/1/06 11/9/06